



City of Lake Oswego, Oregon

Job Description

CHIEF SURVEYOR

FLSA Status: Non-exempt

Union Representation: Represented

Salary Grade: 177

Job Code: 4075

Summary

Under general supervision, plans, organizes, directs, reviews, and participates in the work of a field survey crew performing land, topographic, and construction surveys; supervises, plans, and coordinates the surveying activities and related projects; provides responsible technical assistance to the City Engineer; and performs related work as required.

This is an advanced working and lead level class responsible for performing and directing land and engineering surveying activities. Responsible for troubleshooting problems and performing complex duties as well as providing training, guidance, and oversight to staff as assigned.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Performs surveys, and prepare and oversee the preparation of maps and other survey related documents requiring a registered and professional land surveyor.
2. Coordinates, directs and provides the development, densification and maintenance of the horizontal and vertical controls required by the City mapping system, engineering department, and for any use by the public.
3. Provides information, research, advice, field work, maps and documents, as required, to assist other engineering sections, City departments, consultants, the public, or the private sector to determine the location of existing and proposed City rights-of-way easements, property lines and horizontal/vertical control.
4. Prepares, reviews and interprets easements, rights-of-way, property and political boundary descriptions and maps.
5. Establishes and enforces survey standards consistent with State regulations and best practices.
6. Supports GPS equipment, training, and use within the Engineering Department. Maintains survey and GPS equipment and make recommendations for replacement or upgrades. Operates and instructs others in operation of a full range of survey equipment.
7. Facilitates integration of survey data into GIS data.
8. Provides various Professional Land Surveyor services, including fulfilling functions defined by state statutes, ensuring City compliance with applicable survey related statutes. Prepare municipal project

base map, using in computer aided drafting (CAD) procedures, reviewing base maps, and producing final base map.

9. Participates in the preparation and verification of mathematical calculations related to surveying and basic engineering; computes and adjusts angles, distances, bearings, traverses, and elevations.
10. Prepares legal descriptions for easements and rights-of way as required for City projects; reviews and evaluates legal descriptions submitted to the City.
11. Reviews and approves survey information on plans to determine project construction; reviews and approves subdivision plats, partition plats, and lot line adjustments to ensure compliance with State and City regulations.
12. Reviews and approves deeds submitted by the public for completeness and accuracy; researches deed and survey information for other City departments.
13. Prepares annexation descriptions and maps for property to be annexed by the City.
14. Keeps accurate field notes of work performed showing lines, angles, distances, benchmarks, mathematical calculations, and other data pertinent to the field survey; catalogs and files survey notes.
15. Performs a variety of office surveying duties including researching existing records, compiling data required for current survey projects, and computing data to be shown on maps.
16. May direct other personnel and participates in conducting a variety of surveys, including land surveys to determining locations of property lines, boundaries, easements, and rights-of-way; topographic surveys to determine locations and elevations of existing improvements, structures, and topographic features; engineering surveys for capital improvement projects; and surveys to establish and adjust benchmarks, and/or surveys to establish and monument street center lines.
17. May participate in the checking and staking of alignments and grades of sewer and water mains, storm drains, streets, curbs and gutters, and sidewalks, parking lots and street striping and street, traffic signs, and traffic signals.
18. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Principles and practices of land surveying, planning and zoning.
- Laws and regulations governing boundary surveying.
- Civil Engineering principles and techniques.
- GPS equipment, tools, and processes.
- Proficiency with AutoCAD and development of base maps.
- Large format plotting and procedures.
- Municipal GIS applications, such as utility, street, tax/finance and land use applications.
- City geography, infrastructure, and land-related databases.
- Policies and procedures regarding legal land recordings.
- Nomenclature, symbols, methods, practices, techniques, and instruments used in field and office engineering work.
- Map interpretation, and scale representation on maps.
- Sources of information concerning previous land surveys.
- Applicable Federal, State and local laws, codes, and regulations.
- Computer applications related to work, including Geographic Information System (GIS), AutoCAD, and other mapping and drafting programs and various automated data collection techniques.
- Personal computers and related software applications.

Skills and Abilities to:

- Interpret rights-of-way, easements, and property descriptions.

- Interpret and apply codes and statues related to land surveying.
- Work independently with only general direction.
- Productively lead and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- Use and care for drafting, surveying, and mechanical instruments and tools.
- Understand and interpret engineering maps, plans, specification, diagrams, legal descriptions, and notes.
- Solve mathematical problems and make accurate computations.
- Collect and analyze data, and make accurate and legible field survey notes.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is with an Associate's degree in Surveying, Civil Engineering Technology, or a related field and five years of work experience land surveying, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Licensing and Other Requirements:

Certification as a Professional Land Surveyor by the Oregon State Board of Examiners for Engineering and Land Surveying is required. Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director

Date

Human Resources Director

Date

Employee

Date

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.